



COMMONWEALTH of VIRGINIA

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

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Executive Director

ADMINISTRATIVE MEMO #23-11

To: CSA LEDRS Report Preparers
CC: CSA Coordinators
CSA Fiscal Agents
From: Preetha Agrawal, Chief Information Officer
Date: November 2, 2023
Subject: CSA LEDRS File Submission Process Changes

To reduce the possibility that localities inadvertently miss the required CSA LEDRS filing for any month, the following changes have been made to the CSA LEDRS file upload process, effective immediately.

1. The CSA File Upload page now informs the Report Preparer of the next specific time period (month) that is expected by the system for the CSA LEDRS file. If there are no files that are to be submitted in a specific month, then the Report Preparer is required to click on the "Skip File" button.

The screenshot shows the OCS File Upload System interface. At the top, there are links for "Return Section" and "Logout". The main heading is "OCS File Upload System". Below this, there is a section titled "Please read before uploading files" which contains instructions on file standards and extensions. A key instruction states: "The only acceptable file extension is: Local Expenditure, Data and Reimbursement System (LEDRS) is: CSA_...TXT". Below this, it says "Any other file extensions will be rejected." and provides instructions on how to upload a file. An "IMPORTANT" note states: "A validated file is NOT submitted to OCS unless user clicks on Submit File to OCS button on the following 'Validated File Result' page". A box highlights the current status: "*-Required The last uploaded CSA LEDRS file was for September, 2023. The next allowed CSA LEDRS file is for September, 2023. If no CSA LEDRS file is available for September, 2023, please click on Skip File button below." At the bottom of the interface, there is a "Choose File" button, a "Validate File" button, and a "Skip File" button. A red arrow points to the "Skip File" button.

2. For example, when the Report Preparer attempts a submission for November, the system will first check if OCS has received an October file. If the system is unable to find an October file, the system will require the Report Preparer to click on the "Skip File" button

on the page. (Note: Since multiple reports can be submitted to cover the month of September, you may be asked to press the “Skip File” in order to verify that all September expenditures have been uploaded (filed after September 30))

- When clicked, the “Skip File” button generates an “empty” LEDRS file for the skipped month and a corresponding \$0 Pool reimbursement report. This \$0 Pool reimbursement report will need to be approved by your locality Fiscal Agent. The \$0 will appear as follows in the transaction history report:

Transaction History Summary Base Match Rate: 0.3146

Pended Pool Reports are NOT displayed in the Transaction History Section !!!

Admin Plan

Administrative Allocation		Total Amount	State
		\$19,598.00	\$13,405.00
Status	Date Filed	Date CPMT Approved	Date DOE Approved
9	7/27/2023	8/14/2023	9/5/2023

Transaction History(With WRAP)

Beginning Balance		Total Amount	Local	State
		\$1,359,415.00	\$427,672.00	\$931,743.00
Status	Period End Date	Date Filed	Total Amount	Local
9	7/31/2023	8/1/2023	\$8,733.54	\$2,477.35
9	8/31/2023	9/1/2023	\$101,667.32	\$34,719.51
9	9/30/2023	9/29/2023	\$42,997.03	\$12,844.20
6	9/30/2023	11/1/2023	\$0.00	\$0.00
6	10/31/2023	11/1/2023	\$134,862.00	\$47,966.46
Pool Reimbursement Expenditure Totals (With WRAP)			\$288,259.89	\$98,007.52
Remaining CSA Balance: (With WRAP)			\$1,071,195.11	\$329,664.48

- If the locality tries to upload a LEDRS file out of chronological sequence, the system will NOT allow the file to be uploaded and the Report Preparer will be notified that they are submitting a file out of sequence and then is required to either submit the correct file mentioned in yellow highlight on the page or click on the “Skip File” button, which in turn will autogenerate an empty LEDRS file to be submitted to OCS.

Questions may be directed to: csa.itsupport@csa.virginia.gov